

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: June 28, 1999

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **MIDYEAR PERFORMANCE PROGRESS REVIEW SCHEDULE**

TO: All ORO Employees

Employees are to receive a progress review at approximately the midpoint of the rating cycle each year. The following schedule is set out as a guide for completing this requirement in a timely manner:

Employees covered: All employees, except those in the Senior Executive Service, regardless of the length of time they have been in the organization or the date of performance appraisal plan, should be scheduled for a progress review by July 23, 1999.

Subjects to be discussed: Rating officials are to discuss with the employee the appropriateness of the elements and standards, make any changes warranted in the appraisal plan, and inform the employee of performance expectations and his or her general performance (this in itself is not a rating). If any improvements are needed in order for the employee to meet performance expectations, these should be identified. A formal opportunity period and a performance improvement plan must be established if any area of performance is considered substandard.

Documentation: Supervisors and employees are to complete Section B of Form 331.1Y (copy attached) to document the progress review. The employee is to receive a copy. The original certification is to be submitted to the Personnel and Management Analysis Branch by July 28, 1999, for inclusion in the employee's official performance file.

Any questions you have regarding the progress reviews or the performance management program in general should be directed to your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch

Attachment